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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THROUGH: Deputy Director of Training  
 FROM : Registrar/TR

DATE: 9 October 1958

SUBJECT: Weekly Activities Report No. 40  
 1 October - 7 October 1958

Document No. \_\_\_\_\_

NO CHANGE in Class.  DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 09 MAR 1978 By: \_\_\_\_\_

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**I. SIGNIFICANT ITEMS:**

None

**II. OTHER ITEMS:**

1. We have utilized everyone on the Registrar Staff in putting together the various tabulations needed by DTR for his presentation. We also found time to tabulate the report received from Chiefs of Station. Our reports are in no way complete, nor do we have any reflection from these reports as to the level or quality of training being received. However, I am impressed by the variety of languages being studied, particularly in such rare languages as Farsi, Swahili, Amharic, Bengali, etc. A tabulation is attached.

2. C/LAS referred [ ] FE, to me several weeks ago for assistance in obtaining information on a new program of Korean area and language studies starting at Harvard. We have the information and I have met Paul's candidate for the proposed training, an employee who has almost attained intermediate comprehensive competence in the language. When I found that [ ] proposal also included a detail to OCI but the employee has had practically no college training (except in the language), I informed [ ]. From Vince's comments, I am reluctant to expend any more effort on this case at the present.

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3. For the briefing of Audio Countermeasures students, I invited [ ] to attend and participate. He did an excellent job in reassuring class members as to why they were specifically selected. His remarks to the group were quite complimentary of OTR and its efforts to provide effective training in this field.

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4. [redacted], our well-traveled Management Staff representatives who are fast becoming permanent conferees at external facilities, were stymied this week. They were approved for a "systems" conference at Pittsburgh, purchased rail tickets, and then received word that next Monday's conference was being transferred to Buffalo because of a hotel strike at Pittsburgh. [redacted] phoned for guidance and considered the situation impossible when I told him to turn in his tickets to the rail office, and we'd promptly authorize the difference in travel by a supplemental voucher. He was quite certain there would be a month's delay in recovering his money. Fears were unfounded. Both he and [redacted] recovered their money without difficulty, and our supplemental advance awaited them.

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5. [redacted] Personnel Operations Division, OP, has just been in to check with us again on the general pattern as well as various specific aspects of the Senior Personnel Officers Course he is developing for presentation by the Office of Personnel in December. [redacted] and I reviewed the contemplated program in detail and examined the schedule and outline he has produced. The thoroughness and soundness of planning and preparation for this training were noted almost as a pleasant experience. We have indicated to Dick that his material is essentially in proper order for submission to DTR for approval of the course as creditable training for purposes of CIA Regulation [redacted]

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I have accepted an invitation to assist actively in the initial running of the course by giving the scheduled presentation on "Personnel and Training", dealing with the role of the Training Officer-which unfortunately is often an additional duty of the Personnel Officer.

6. Standards Branch was instrumental to some extent in making arrangements for [redacted] to give two special Security Reindoctrination Lectures to PIC personnel at the Steuart Building on Friday, 10 October. These two presentations should accommodate all employees at that location who have not already attended the Security Reindoctrination Program. Any eligible individuals who fail to attend the special lectures will be scheduled for one of the regular Thursday presentations at Central Building.

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7. Indications are that a total of three persons will make application to attend the Space Research and Technology Institute, a program of weekly lectures sponsored by the University of Maryland and to be given between 13 October and 1 December 1958. Two applications have been received from OSI and have already been approved. The third candidate is an FI/DD/P employee and the training request supporting his application is now enroute to OTR.

8. In order to "back up" to a publication date for the OTR Bulletin within the first week of each month, [redacted] directed interoffice memos to contributors to the magazine in which she indicated deadlines for copy. She established Wednesdays, 15 October, 12 November, and 10 December for items to be published in the three remaining issues of '58 so that by the first of the year, January's issue should be available to readers on the 5th of that month.

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9. The Registrar Staff has completed its UGF canvass, with the exception of [redacted]

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10. We have tried to make a comparison of the FY 1959 obligations recently reported to us by the OTR Budget Officer with our corresponding obligations in FY 1958. If these data reflect what we think they do, our record of current expenditures is double the 1958 rate. Excluding awards, we still are exceeding our spending of the previous year.

11. [redacted] applied for permission to attend a workshop in Visual Communications conducted by the Technifac Corporation at Holyoke, Massachusetts, on October 28-30, 1958. [redacted] concur in the request and recommend approval.

This is a very worthwhile "do-it-yourself" workshop which is well attended each year by representatives of Industry, Government and the Armed Services. I recommended to DDTR that [redacted] should attend as well. He agrees. We can handle as either external training, or travel, since no registration fees are involved.

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11. During the week 1 October - 7 October 1958, there were 949 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

185 enrolled in 31 classes (11 languages) before hours  
144 enrolled in 23 classes (10 languages) after hours  
186 enrolled in 29 classes (10 languages) during hours  
35 enrolled in 4 area courses  
150 enrolled in 6 Intelligence School courses  
133 enrolled in 5 Operations School courses  
62 enrolled in 2 SIC courses  
54 enrolled in JOT Program



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